

# **FY 2016 Regional Transportation Planning Work Program**

## ***Region 3 Southcentral Michigan Planning Council***



**Approved:** July 7, 2015

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**FY 2016 Regional Transportation Planning Work Program**  
**Region 3**  
***Southcentral Michigan Planning Council***

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# **FY 2016 Regional Transportation Planning Work Program Region 3 Southcentral Michigan Planning Council**

## ***INTRODUCTION***

The Michigan Department of Transportation (MDOT) recognizes the importance of the state-local partnership in delivering a safe and efficient transportation system. The Regional Transportation Planning Program (RTPP) was created by the MDOT Bureau of Transportation Planning (BTP) in 1974 in order to contract various planning services to be performed by the State Planning and Development Regions to assist BTP and local units of government.

The RTPP requires each participating regional planning agency to have an approved annual work program in accordance with a three-year Master Agreement. The scope of work identified in the annual work program includes specific activities identified to assist MDOT and local communities. In previous years the basic work program contained the following work elements: Administration, Technical Assistance to MDOT, Highway Performance Management System, Public Involvement, and Local Technical Assistance.

The FY 2016 work program addressed the federal Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) intent that local officials are involved with MDOT's Statewide Transportation Planning process, since the regional planning agencies represent local units of government throughout the entire state.

For FY 2016, the work program for the Planning Regions continues to have a budget of \$488,800 for the basic work elements of the work program. However, for FY 2016 BTP has also allocated part of the State Planning and Research (SPR) Program funding to provide annual transportation technical assistance for non-metropolitan areas of the state. In FY 2016, each of the regional planning agencies, with exception of SEMCOG, will receive \$19,000 from the FY 2016 SPR program to assist MDOT by:

- Improving public involvement and the consultation process in non-metropolitan areas of the state.
- Managing the Rural Task Force and Small Urban Program process.
- Providing interagency coordination and public involvement for air quality conformity in non-attainment areas for ozone and PM2.5.

## ***SOUTHCENTRAL MICHIGAN PLANNING COMMISSION FY 2016 PROGRAM***

The SMPC entered into an agreement with the Kalamazoo Area Transportation Study (KATS) to provide staffing for the Transportation Program for FYs 2016 and 2017. SMPC and KATS

will work to provide technical support to MDOT and the various agencies within the Region 3 area during FY 2016 (ending September 30, 2016).

Lee Adams of the W.E. Upjohn Institute is serving as the Region Director at the time of this work program's adoption.

### ***FY 2016 BUDGET***

The following is the estimated budget for FY 2016 utilizing the services of the Kalamazoo Area Transportation Study, the consulting agency for SMPC. For FY 2016, the budget was based on:

- \$19,000 in State Planning and Research (SPR) Program funds;
- \$34,000 in Michigan Transportation Fund (MTF) Program funds; and
- \$53,000 in Transportation Asset Management funding (MTF).

The indirect and fringe rates used to develop the FY 2016 Regional Transportation Planning Work Program for work activities performed by KATS staff are those that are part of the Kalamazoo Area Transportation Study's FY 2016 Unified Planning Work Program (UPWP). For work completed by SMPC staff, independent rates have been established. The rates have been approved by the Michigan Department of Transportation as well as the Federal Highway Administration and Federal Transit Administration. The RTPP uses estimates based on the percentage of the program for each RTPP work code.

**BUDGET TABLE**

**FY 2016 Regional Transportation Planning Work Program  
Region 3 - Southcentral Michigan Planning Council**

<b>WORK ELEMENT</b>	<b>PROJECT</b>	<b>SALARY</b>	<b>FRINGE</b>	<b>INDIRECT</b>	<b>OTHER</b>	<b>TOTAL MTF FUNDS</b>	<b>TOTAL SPR FUNDS</b>	<b>TOTAL</b>	<b>HOURS</b>
3101	Program Management	\$5,563.01	\$2,450.50	\$1,833.49	\$1,000.00	\$10,847.00		<b>\$10,847.00</b>	<b>158</b>
3102	Technical Assistance to MDOT	\$3,389.67	\$1,493.15	\$1,117.19		\$6,000.00		<b>\$6,000.00</b>	<b>160</b>
3103	Technical Assistance to Member Agencies	\$6,530.75	\$2,876.80	\$2,152.45		\$11,560.00		<b>\$11,560.00</b>	<b>295</b>
3104	Management of Rural Task Force Process and Small Urban Program Process	\$9,063.40	\$3,992.43	\$2,987.17			\$16,043.00	<b>\$16,043.00</b>	<b>410</b>
3105	Public Involvement and Consultation Process for Non-Metropolitan Areas	\$1,408.97	\$620.65	\$464.38			\$2,494.00	<b>\$2,494.00</b>	<b>65</b>
3106	Public Involvement for Air Quality Conformity	\$261.57	\$115.22	\$86.21			\$463.00	<b>\$463.00</b>	<b>10</b>
3107	Access Management	\$285.86	\$125.92	\$94.22		\$506.00		<b>\$506.00</b>	<b>10</b>
3108	Byway Program	\$1,103.90	\$486.27	\$363.83		\$1,954.00		<b>\$1,954.00</b>	<b>52</b>
3109	Non-Motorized Mapping and Investment Plan	\$896.00	\$394.69	\$295.31		\$1,586.00		<b>\$1,586.00</b>	<b>42</b>
3110	Rural Safety Planning	\$873.97	\$384.98	\$288.05		\$1,547.00		<b>\$1,547.00</b>	<b>41</b>
3111	Asset Management	\$26,269.90	\$11,571.89	\$8,658.20	\$6,500.00	\$53,000.00		<b>\$53,000.00</b>	<b>1,048</b>
<b>TOTALS</b>		<b>\$55,647.00</b>	<b>\$24,512.50</b>	<b>\$18,340.49</b>	<b>\$7,500.00</b>	<b>\$87,000.00</b>	<b>\$19,000.00</b>	<b>\$106,000.00</b>	<b>2,291</b>

\* Funds classified as other have been set aside for work completed by the Region Director and Local Agencies.

## **3101 - PROGRAM MANAGEMENT**

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SALARY	FRINGE	INDIRECT	OTHER	TOTAL	HOURS
\$5,563.00	\$2,451.00	\$1,833.00	\$1,000.00	\$10,847.00	158.00

*Note: Funds classified as other have been set aside for work completed by the Region Director in the amount of \$1,000.*

### **Objective**

To manage MDOT Regional Transportation Planning Program (RTPP) in the Southcentral Michigan Planning Council - Region 3 area.

### **Activities**

- Prepare and adopt annual work program.
- Prepare progress reports and invoices no less than quarterly.
- Ensure expenditures are well documented and cost effective.
- Prepare a Final Acceptance Report (FAR) on the status of the work activities and products, within ninety (90) days from the end of the fiscal year.
- Assist the auditors in carrying out general and specific audits of programs annually. Send such audit report to the Region Director
- Report activities to the Region 3 Board.

### **Products**

- Annual Work Program
- Progress Reports with proper document
- Final Acceptance Report
- Year End Audit

### **3102 - TECHNICAL ASSISTANCE TO MDOT**

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SALARY	FRINGE	INDIRECT	OTHER	TOTAL	HOURS
\$3,389.67	\$1,493.15	\$1,117.19	\$0.00	\$6,000.00	160.00

#### **Objectives**

Assist in various tasks to update the State Long-Range Transportation Plan (MI Transportation Plan) and the State Transportation Improvement Program (STIP).

Assist in addressing specific department issues, such as transit, and project and program development issues.

#### **Activities**

- Assist in conducting transportation related workshops, including but not limited to, workshops for access management, Heritage Routes, non-motorized transportation, and safety for non-metropolitan area elected officials. Activities may include locating adequate facilities, registering participants, scheduling speakers and other related activities.
- Provide staffing and technical planning assistance in the area of transportation.
- Conduct transportation studies as needed.
- Assist in identifying transportation programs and projects as appropriate for the State Transportation Improvement Program and the State Long-Range Transportation Plan.
- As appropriate, assist the MDOT Bureau of Passenger Transportation in cooperation with local transit providers.
- Statewide Travel Demand Model:
  - a. Review and provide feedback on REMI socio-economic forecasting outputs and assist in reviewing and allocating data to statewide traffic zones.
  - b. Verify statewide model network inventories.
  - c. Provide traffic counts, as available, for model update not covered in acquiring traffic counts for the Highway Performance Monitoring System (HPMS).

- d. Coordinate the collection of items for HPMS for all non-trunkline samples, excluding traffic related data. In conjunction with MDOT's HPMS Coordinator, staff will review and update the HPMS database sample segments using MDOT supplied spreadsheets that contain only the data items needing to be updated for each sample.

### **Products**

- HPMS Submission
- Meetings scheduled and attended
- Review materials



### 3103 - TECHNICAL ASSISTANCE TO MEMBER AGENCIES

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SALARY	FRINGE	INDIRECT	OTHER	TOTAL	HOURS
\$6,530.75	\$2,876.80	\$2,152.45	\$0.00	\$11,560.00	295.00

#### **Objective**

Provide services to local transportation agencies to improve existing and new multi-modal transportation systems, and identify actions to improve the area's transportation system.

#### **Activities**

- Educate local units of government on the services that SMPC can provide.
- Assist local units of government in obtaining grant funds to improve existing and new multi-modal transportation systems, and identify actions to improve the area's transportation system.
- Assist local agencies seeking to improve and expand public transportation and to promote improved transportation systems for all modes.
- Coordinate planning to promote safety, livable communities and environmental sustainability.
- Work with local agencies to assess impacts of transportation on projected land uses in the region.
- Review traffic crash data.

#### **Products**

- Provide Region Director with a copy of any reports produced as a result of these activities.

**3104 - MANAGEMENT OF THE RURAL TASK FORCE AND SMALL URBAN PROGRAM PROCESS**

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SALARY	FRINGE	INDIRECT	OTHER	TOTAL	HOURS
\$9,063.40	\$3,992.43	\$2,987.17	\$0.00	\$16,043.00	410.00

**Objective**

To assist MDOT in the management of the Rural Task Force (RTF) and Small Urban program meetings.

**Activities**

- Schedule, set-up and attend both local and regional RTF and Small Urban program meetings.
- Ensure a continuing, cooperative and comprehensive planning process is followed.
- Ensure the required public involvement and consultation process is completed, by providing citizens, affected public agencies, Tribal Governments, public transportation providers and other interested parties with notice and opportunity to comment on proposed transportation projects.
- Maintain records of the public involvement process. Advertise meetings at least two weeks prior to local and regional RTF meetings. Submit proof of consultation with local elected officials and stakeholders.
- Ensure the correct National Functional Classification System is identified and eligible work is submitted.
- Document meeting activities and submit all required documentation to MDOT.

**Products**

- Rural Task Force Project Spreadsheet and Information
- Rural Task Force and Small Urban Program documentation
- Bylaws for Rural Task Force Region 3

**3105 - PUBLIC INVOLVEMENT AND CONSULTATION PROCESS FOR NON-METROPOLITAN AREAS**

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SALARY	FRINGE	INDIRECT	OTHER	TOTAL	HOURS
\$1,408.97	\$620.65	\$464.38	\$0.00	\$2,494.00	65.00

**Objectives**

To provide for non-metropolitan local official participation in the development of the State Long-Range Transportation Plan (LRTP) and the State Transportation Improvement Program (STIP).

To provide opportunities for the public to review and comment in the development of the LRTP and STIP.

To manage consultation with local elected officials, local officials with responsibility for transportation, public agencies, general public, Tribal Governments, businesses, and other organizations in accordance with the Statewide Planning Process Public Participation Plan.

**Activities**

- Work with MDOT on public involvement issues, including organizing meetings, focus groups and advisory committees.
- Maintenance of the SMPC website.
- Conduct local program meetings, ongoing communication, and technical assistance in non-metropolitan areas of the state that provide information on various state and federal programs.
- Document the RTF’s public involvement and consultation processes.
- Partner with MDOT to educate and train local officials with regard to state and federal funded programs, policies, applications, and other key information.
- Respond to requests from both the public and private sectors to provide information on state and federal transportation programs, projects, funding, and to gather information on local issues.
- Participate in statewide conferences, meetings, seminars, forums, and training sessions focused on state and federal programs available to local communities.

- Assist MDOT in keeping elected public officials, general public, local planning agencies, and Tribal Governments informed early of the list of projects in the Five-Year Program and of the investment strategies, funding assumptions, economic benefits and impacts on the various modes.

### **Products**

- Documentation of public involvement and consultation activities and products
- Website updates

### **3106 - PUBLIC INVOLVEMENT FOR AIR QUALITY CONFORMITY**

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SALARY	FRINGE	INDIRECT	OTHER	TOTAL	HOURS
\$261.57	\$115.22	\$86.21	\$0.00	\$463.00	10.00

#### **Objectives**

To comply with the provisions of MAP-21 and the transportation conformity provisions of the Clean Air Act for non-attainment areas for ozone and particular matter (PM2.5).

To provide local interagency coordination in the transportation planning process.

To provide results and gain input for the air quality conformity process to all interested individuals, citizens, and organizations (public and private).

#### **Activities**

- Attend air quality training courses and seminars to become fluent in conformity/non-conformity regulations, language, and issues.
- Conduct and participate in interagency discussions and consultation at a statewide and/or region-wide level to discuss and evaluate attainment strategies pertaining to air quality conformity as part of the statewide transportation planning process.
- Inform the public of activities and opportunities for public involvement.
- Assistance and review of Congestion Mitigation Air Quality (CMAQ) projects for Calhoun County.

#### **Products**

- Congestion Mitigation Air Quality Program Applications
- Interagency Work Group

### **3107 - ACCESS MANAGEMENT**

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SALARY	FRINGE	INDIRECT	OTHER	TOTAL	HOURS
\$285.86	\$125.92	\$94.22	\$0.00	\$506.00	10.00

#### **Objective**

To assist in developing an Access Management training program for client communities. Assist in preparing Access Management plans and ordinances along major highway corridors.

#### **Activities**

- Develop and implement an educational program to educate client jurisdictions about what access management is and how it can benefit their community.
- Prioritize and select corridor locations within the region for the development of access management plans and ordinances. Location and prioritization of routes should be based on safety issues and opportunities to implement all or portions of the plan.
- Assist local communities in the process of adopting access management plans and ordinances. Assist road agencies, client communities and property owners, as required when road and utility projects provide plan implementation opportunities. Provide follow up to communities with existing access management plans and ordinances.

#### **Products**

- Provide local client communities with access management training materials and technical assistance.

### **3108 - BYWAY PROGRAM IMPLEMENTATION**

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SALARY	FRINGE	INDIRECT	OTHER	TOTAL	HOURS
\$1,103.90	\$486.27	\$363.83	\$0.00	\$1,954.00	52.00

#### **Objective**

Assist the I-69, BR-94, M-179 and US-12 Byway Committees in developing and administering their Corridor Management Plan (CMP). Serve as technical support staff to byway committees and central contact point for questions or concerns, research and apply for grants to fund projects contained in the CMP.

#### **Activities**

- Assist the byway committee in applying for grant funds to implement action items identified in the Corridor Management Plan.
- Assist in preparing corridor management plans.
- Attend byway committee meetings.
- Attend conferences, workshops and seminars.
- Assist in the review and update of existing Corridor Management Plans.
- Assist the Southwest Michigan Planning Commission (region 4) and Region 2 Planning Commission in the implementation of the US-12 Byway Corridor Management Plan.
- Distribute Statewide Byway maps, brochures, pamphlets, web site and other promotional/educational material to constituents.

#### **Products**

- Corridor Management Plans containing improvement, protection and economic development strategies for the region byways.
- Provide MDOT with a copy of any reports (excluding grant applications) as a result of this activity, or a copy of cover letters for products submitted to others.

### **3109 - NON-MOTORIZED MAPPING AND INVESTMENT PLAN**

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SALARY	FRINGE	INDIRECT	OTHER	TOTAL	HOURS
\$896.00	\$394.69	\$295.31	\$0.00	\$1,586.00	42.00

#### **Objective**

Facilitate the process of completing non-motorized planning efforts for the State of Michigan by MDOT region.

#### **Activities**

- Collect information to match the data fields in MDOT's Transportation Management System (TMS) Program.
- Develop and implement aspects of a non-motorized investment plan to identify needed projects and project elements, prioritizing those projects, and determining the optimum funding arrangements for the projects within each region.
- Promote the consideration of bicycle and pedestrian facilities in the overall transportation planning activities.
- Garner input from stakeholders and general public.

#### **Products**

- Maintenance and enhancement of current Southwest Michigan Non-Motorized Plan and Map.
- Public involvement and assistance.



### **3110 - RURAL SAFETY PLANNING**

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SALARY	FRINGE	INDIRECT	OTHER	TOTAL	HOURS
\$873.97	\$384.98	\$288.05	\$0.00	\$1,547.00	41.00

#### **Objective**

Assist in conducting rural safety planning forums to increase or create awareness for safety, and encourage formation of cross-discipline safety partnerships at the local level.

Determine areas of safety risks (i.e., behavioral, structural) and schedule workshops to educate constituents in mitigating these risks, if appropriate.

#### **Activities**

- Assist in conducting Rural Safety Forums on a biannual basis. These forums will include emergency, enforcement, education, and engineering personnel as well as, other interested parties.
- Schedule specific safety workshops as appropriate.
- Update and maintain a list of safety advocates and their contact information.
- Create partnerships that promote safety as an integral part of the planning and project development process.
- Create mailing lists identifying safety groups and individuals as outlined in the MDOT Safety Forum Guidelines

#### **Projects**

- Documentation of Rural Safety Planning activities
- List of safety advocates and groups

### 3111 - ASSET MANAGEMENT

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SALARY	FRINGE	INDIRECT	OTHER	TOTAL	HOURS
\$26,269.90	\$11,571.89	\$8,658.20	\$6,500.00	\$53,000.00	1048.00

*Note: Funds classified as other have been set aside for eligible work completed by the Region Director in the amount of \$2,000 and \$4,500 for local agencies.*

#### **Objective**

Assist in collecting and analyzing the data as part of the Michigan Department of Transportation's Transportation Asset Management Program.

Assist and train local units of government in Asset Management principles and the use of PASER data.

#### **Activities**

- Attendance at training seminar(s) on the use of PASER and data reporting.
- Participation as part of a 3-person team that will rate the federal aid eligible roads in the Region 3 non-urban area (50% of federal aid roads for FY 2016).
- Provide results of the PASER ratings to local agencies for review.
- Public display of PASER ratings on website or through other public means.
- Transmit PASER ratings along with other roadway data to MDOT.
- Provide technical assistance to local agencies during the development of Local Asset Management Plans.
- Monitor and report to the Asset Management Council the status of projects awarded through Internet Reporting Tool (IRT).
- Analyze data and develop road preservation scenarios.

#### **Projects**

- PASER data collected on federal-aid eligible roads in region.
- Asset Management Council PASER report.
- Project Status Reports in Internet Reporting Tool

# **APPENDICES**

Southcentral Michigan Planning Council Board

Southcentral Michigan Planning Council Staff and Contact Information

Kalamazoo Area Transportation Study Staff and Contact Information

**APPENDIX A: SOUTHCENTRAL MICHIGAN PLANNING COUNCIL BOARD**

**Barry County:**

Valerie Byrnes	valerie@mibarry.com
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***APPENDIX B: SOUTHCENTRAL MICHIGAN PLANNING COUNCIL STAFF AND CONTACT INFORMATION***

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***APPENDIX C: KALAMAZOO AREA TRANSPORTATION STUDY STAFF AND CONTACT INFORMATION***

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